



State Council on Developmental Disabilities

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STATE OF CALIFORNIA
Arnold Schwarzenegger,
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JOB ANNOUNCEMENT FROM THE CA. STATE COUNCIL ON DEVELOPMENTAL DISABILITIES (SCDD)

The California State Council on Developmental Disabilities (Council) is an independent state agency established by federal and state law to enable people with developmental disabilities to achieve self-determination, independence, productivity and community integration and inclusion. The Council implements this goal through development of a State Plan and implements the Plan through outreach, training, individual and systemic advocacy, public education, capacity building, and system monitoring. The activities of the State Council on Developmental Disabilities depend upon the collaboration with 13 local Area Boards established under State law which are familiar with the structure and operation of services and programs for persons with developmental disabilities in their region.

The Executive Director is the Chief Executive Officer of the Council and serves at the will of the Council. The Executive Director provides leadership to ensure the development and implementation of the Council approved State Plan and other Council approved policies and activities; ensures that the Council fulfills its specific mandates under federal and state law, works collaboratively with the 13 local area boards in carrying-out Council activities and directs the day to day operations of the Council.

JOB RESPONSIBILITIES:

Positions the Council to Articulate a Strategic Vision and Leadership

Works with the Council to develop a vision and short and long-term strategic plan including identifying resources needed to accomplish the plan. Clearly communicates vision to internal and external stakeholders.

Works towards the continued integration of the thirteen area boards in order to achieve a cohesive, strategic vision.

Positions the Council to meet the needs of the developmental disability community. Assists the Council in its development of knowledge and skills for its stewardship of the organization.

Keeps the Council apprised of programmatic, and resource relations matters and timely notifies of any issues.

Scheduling, planning and preparing for Council and Committee meetings.

Administration and Personnel Management

Manage day-to-day administrative operations of the Council.

Deploy resources efficiently and effectively toward organizational goals, working with staff to balance workload and effort.

Motivates and inspires all Council staff to work collaboratively toward vision, mission and goals.

Recommends policies and practices necessary to attract and retain a qualified, skilled work force and ensures that Council approved policies are implemented.

Develops and implements a Council staff structure sufficient to implement the State Plan and carry-out other Council activities.

Builds the skills of key staff in the organization, so they can mentor, encourage and motivate staff.

Ensure that staff are trained, and supervised effectively in order to carry out Council goals and activities.

Fiscal Management

Assures adequate resources are available now and in the future to accomplish the mission of the Council.

Engages in short and long-term fiscal planning to provide for the fiscal stability of the Council.

Develops annual budgets that reflect long-term fiscal goals and manages the approved budget.

Oversees that all reporting and compliance requirements are met for each funding source.

Notifies the Council of fiscal status and highlights fiscal issues that may require the Board's attention including providing Council with timely and relevant budget and fiscal reports.

Negotiates and executes contracts on behalf of the Council consistent with approved plans, goals and activities.

Public Liaison

Assumes a position of leadership for the Council within the disability, and other key stakeholder communities.

Maintains effective relationships between the Council and state and federal funding agencies.

Maintains an effective relationship and liaison with the National Association of Councils on Developmental Disabilities.

Represents the Council with the Governor's Office and other state, federal and local agencies.

Fosters effective working relationships with other agencies involved in service to individuals with developmental disabilities.

Systems Change Activities and Advocacy

Expands Council's agenda for systemic change to advance the rights of persons with disabilities, leveraging policy opportunities and effectively understanding, and working within the political landscape.

Work with the Council to formulate policy decisions that affect the rights and interests of individuals with developmental disabilities.

Represents the Council with the Legislature and state and local agencies in advocating for the rights of Californians with developmental disabilities.

Raises the Profile of the State Council

Serves as an active spokesperson for the Council through personal contact with media, finding opportunities to promote the Council's work and increase public awareness of the Council's mission.

Communicates the programs, policies and purpose of the Council to public constituencies, government bodies in a way which will motivate them to support organizational operations, goals and objectives.

Minimum Job Requirements:

1. B.A. or B.S. degree in a relevant field.
2. Seven years experience in the health and human services field.
3. Five years progressively responsible experience in administration and management of a complex legal or human service organization, including employee supervision and management, personnel management, fiscal management, and management of computer systems.
4. Demonstrated effective interpersonal skills, conflict resolution and team building skills.
5. Demonstrated experience and ability to work effectively with a variety of organizations and individuals with diverse perspectives, including persons with disabilities, advocacy groups, the public and elected and appointed officials.
6. Demonstrated experience working with and providing support to Boards of Directors and/or similar task forces and committees.

7. Demonstrated leadership in public policy advocacy.
8. Ability to analyze complex problems and develop creative solutions.
9. Effective oral and written communication skills.
10. Experience developing or promoting policy and developments at state and local government levels.
11. Experience working with or sensitivity to individuals with disabilities.
12. Experience working with or sensitivity to individuals from language and ethnic distinct communities.

DESIRABLE QUALIFICATIONS:

1. Advanced Degree in relevant field.
2. Knowledge of laws, rights, and services as they pertain to people with disabilities in California, and/or direct representation of people with disabilities.
3. Experience managing a nonprofit or as a manager in state government.
4. Ability to read, write and speak Spanish or an Asian language.

SUBMIT APPLICATIONS TO:

Szandra Keszthelyi
State Council on Developmental Disabilities
1507 21st St, Suite 210
Sacramento, CA 95811

APPLICATION DEADLINE: **Until Filled**

To be considered for this position, applicants MUST submit the following (Nos. 1-5 below):

1. Employment Application.
2. **Resume**, including three (3) professional references.
3. **Cover Letter**, which addresses your personal and professional motivation for seeking this position.
4. **Description** indicating how you meet EACH of the Minimum and ANY of the Desirable Qualifications for this position.
5. A writing sample, not to exceed 10 pages.

The California State Council on Developmental Disabilities is an Equal Opportunity/Affirmative Action Employer and does not discriminate on the basis of sex, age, religion, race, gender identity, sexual orientation or disability.